



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, US ARMY GARRISON FORT A.P. HILL
18436 4TH STREET
FORT A.P. HILL, VIRGINIA 22427-3114

REPLY TO
ATTENTION OF

IMPH-ZA

21 July 2014

MEMORANDUM FOR SEE DISTRIBUTION


SUBJECT: Commander's Policy Letter #45 - Directors Time Training

1. Applicability. This policy applies to Directors assigned to United States Army Garrison (USAG), Fort A.P. Hill (FAPH).
2. Proponent. Commander, USAG, Fort A.P. Hill, Virginia.
3. References:
 - a. Fort A.P. Hill Regulation 350-1, Training Regulation, dated 15 January 2013.
 - b. Fort A.P. Hill Regulation 350-4, Individual Training and Leader Development, dated 15 January 2013.
4. Policy. Directors Time Training (DTT) is designed to provide Directorates with a scheduled time each week (Wednesday, 0800-1200) to focus on internal administrative and training activities necessary to support information sharing and professional development. DTT tasks may include, but are not limited to: administrative counseling; individual mandatory/required/ functional training; inventories and inspections; Directorate/Division level meetings and information sharing; specialized skill/task training; and implementation of cross-training strategies. All tasks addressed during DTT should be mission related or based on assessments of individual/collective level performance appropriate to the Directorate.
5. DTT is purposely descriptive, rather than prescriptive, in nature to allow Directors and Supervisors maximum latitude to conduct their mission while also developing and informing employees. The goal is to allow Directorates to have four (4) "uninterrupted" hours for conducting effective meetings and training to enhance the knowledge and professionalism of the force. While "fenced" time is available, Directors and Supervisors may adjust times and activities as necessary to meet the needs of their particular work schedule, training requirements, or mission needs. Command Group and Directors will coordinate activities to ensure that DTT receives minimum interference from other Garrison and/or Cross-Directorate requirements and tasks.

IMPH-ZA

SUBJECT: Commander's Policy Letter #45 - Directors Time Training

6. DTT is subject to announced and unannounced observation by the Garrison Commander, Deputy Garrison Commander, and Garrison Command Sergeant Major. These visits will not interfere with on-going training or mission support requirements but serve as an opportunity to reinforce activities through Command involvement.



DAVID A. MEYER
LTC, AR
Commanding

DISTRIBUTION:
A